STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

STATE OF CALIFORNIA
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

OPEN EXAMINATION FOR

PROGRAMMER I

MONTHLY SALARY:
RANGE A $3048 - $3361
RANGE B $3143 - $3638

4MV34

FINAL FILE DATE	**January 28, 2005 is the final file date.** Applications (STD. 678) must be **postmarked** no later than the final file date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final file date, will not be accepted.
WHO MAY APPLY	**Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.**
HOW TO APPLY	**Submit Examination Application (STD. 678) and Supplemental Items. (See reverse side under EXAMINATION INFORMATION for instructions.)**

By mail to:	*OR*	**In person to:**
Department of Motor Vehicles		Department of Motor Vehicles
Selection Services Unit		Human Resources Branch
Programmer I		2570 - 24th Street
P.O. Box 932315		1st Floor Lobby - Examination Drop Box
Sacramento, CA 94232-3150		Sacramento, CA 95818

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SUPPLEMENTAL ITEMS MUST BE SUBMITTED WITH THE APPLICATION.

As indicated under EXAMINATION INFORMATION, applications received without the Supplemental Items attached will be eliminated from the examination process.

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	**NOTE**: All applicants must meet the education and/or experience requirements for this examination by the final file date.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement.

Either I
One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C) or a Computer Operator (Range C).

Or II
One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range B) or Computer Operator (Range B). **AND**

Successful completion of six semester units or nine quarter units in computer science or information technology provided by either a recognized college or university, a State agency, or equivalent academic training provided from an accredited institution recognized by the Accrediting Council for Independent Colleges and Schools (ACICS) or the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). The ACICS or ACCSCT must cite the institution as being accredited for the relevant program being considered for qualification. (Partial completion of the requirement may not be combined with other patterns to meet minimum qualifications.) Six months of additional experience may be substituted for the required education.

Or III
One year of experience performing programming tasks that include planning and developing programs to be processed by information technology systems equipment; under close supervision, performs systems analysis and systems programming. Experience performing programming duties while enrolled as a student at a college may be applied toward meeting this requirement.

Or IV
Successful completion of 18 semester units or 27 quarter units or the equivalent of academic courses in computer science or information technology provided by either a recognized college or university, a State agency, or equivalent academic training provided from an accredited institution recognized by the ACICS or the ACCSCT. The ACICS or ACCSCT must cite the institution as being accredited for the relevant program being considered for qualification. (Partial completion of the requirement may not be combined with the other patterns to meet minimum qualifications.)

NOTE: **ALL REQUIRED COURSES NEEDED TO QUALIFY UNDER PATTERNS II and IV MUST BE SHOWN ON THE APPLICATION.**

DEFINITION OF TERMS	**"Performing duties comparable to..."** For this requirement, the applicant must have State service experience of <u>appropriate type</u> and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

See reverse side for additional information.

POSITION DESCRIPTION AND LOCATION	This is a recruiting and developmental classification for persons qualified to perform programming, analysis, and systems programming tasks as a background for advancement in State service. Under close supervision and direction, a Programmer I is responsible to plan and develop programs to be processed by information technology system equipment.
	Positions exist in Sacramento only.

EXAMINATION INFORMATION	**This examination will consist of SUPPLEMENTAL ITEMS, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained on the SUPPLEMENTAL ITEMS.**

SUPPLEMENTAL ITEMS - Weighted 100.00%

Applications and responses to the Supplemental Items must be received by the final file date of **January 28, 2005**. Responses to the Supplemental Items must be completed according to the instructions shown below. Applications received **without** the Supplemental Items **will be eliminated from the examination process.**

GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:

When responding to the Supplemental Items, please follow the guidelines below:
- Your responses must be typewritten or generated by computer on 8 1/2" x 11" paper.
- Your response for each question must **not** exceed 1 typed page (12 point font).
- Put the **examination title** and **your social security number** at the top of each page **(NOT YOUR NAME)**.
- Make sure your responses are **complete**, **specific**, **clear** and **concise**.
- Answer each numbered item separately and indicate the corresponding item number for each response.
- Each response will be independently evaluated; therefore, it is important that you provide a complete response to each question.

NOTE: Resumes, letters and other materials **WILL NOT** be evaluated or considered as responses to the Supplemental Items.

SUPPLEMENTAL ITEMS

Question #1 - IT Projects/Activities

Programmers are typically responsible for assisting in the completion of information technology (IT) projects and activities. The following question will be used to evaluate your experience, training, and/or education in this area.

Please describe your involvement in project(s) and/or activity(ies) that required programming, analysis, and/or design. Please provide a comprehensive response that addresses the following:
- Describe the project(s)/activity(ies) you have participated in on the job, through training, and/or in your educational experience.
- Choose one of the projects/activities and describe, in order, all of the steps/tasks that you performed to complete the project/activity.
- Choose one of the projects/activities and describe the testing/reviewing process you used to evaluate the completion of this project/activity (you may use the same example from above or choose a different example).

Question #2 - Problem Solving

Programmers are typically responsible for assisting in identifying and resolving problems/issues related to programming, analysis, and/or design. The following question will be used to evaluate your experience, training, and/or education in this area.

Please describe your involvement in identifying and resolving problems/issues related to programming, analysis, and/or design. Please provide a comprehensive response that includes the following:
- Describe problem(s)/issue(s) that you have encountered on the job, through training, and/or in your educational experience.
- Choose one of the problems/issues and describe your specific role in identifying the problem/issue.
- Choose one of the problems/issues and describe the activities that you participated in to resolve the problem/issue and describe the result (you may use the same example from above or choose a different example).

EXAMINATION SCOPE

The knowledge and abilities needed to perform in this classification are shown below:

A. Knowledge of:
1. Principles and procedures of information technology system programming.
2. General operating principles, capabilities and limitations of information technology system equipment.
3. Use and application of programming languages, and job control language and assembly language.
4. A variety of base arithmetic (binary, hexadecimal, etc.).

B. Ability to:
1. Use programming principles and procedures.
2. Use programming languages.
3. Use programming tools and equipment.
4. Present solutions to problems with clarity and precision in written and/or graphic form.
5. Compose structured information technology system programs.
6. Write clear and concise narrative statements and draw logical diagrams.
7. Detect, analyze, and correct errors in programs.
8. Learn new programming languages.
9. Analyze work systems into logical components.
10. Suggest alternative systems to reflect user requirements and constraints.
11. Communicate effectively.
12. Reason logically and creatively.
13. Analyze data and draw logical conclusions.
14. Work cooperatively with others and gain their respect and confidence.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to do detailed work requiring a high degree of mental concentration; a demonstrated capacity for development as evidenced by work history, academic attainment, or well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

VETERANS PREFERENCE POINTS

Veterans Preference Points will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in this examination. (See "General Information" on this bulletin for information regarding Veterans Preference Points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at anytime within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veteran's Preference Points will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested the points. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S POINTS. Directions for applying for veteran's preference points are on the Veteran's Preference Application form (Form 1093), which is available from the State Personnel Board or the Department of Veteran's Affairs, P.O. Box 942859, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.